

City of Chattanooga, TN
Personnel Class Specification

Class code 0574

FLSA: Exempt

**CLASSIFICATION TITLE: CHIEF CODE ENFORCEMENT
INSPECTOR**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise and coordinate the city's residential inspection program and to oversee the enforcement of various municipals codes.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Plans, directs, and supervises the work of assigned employees; explains and interprets applicable building codes and ordinances; provides training and technical assistance to employees in conducting inspection and code enforcement work.

Reviews rehabilitation and building plans, and asbestos surveys and makes final decision regarding the need for structural demolition.

Conducts on-site inspections of dwellings land premises to determine compliance with city and state ordinances and laws; prepares and/or approves inspection reports; conducts re-inspections and issues warnings, citations and stop-work orders if corrective action has not been taken.

Coordinates the implementation of code enforcement programs relating to overgrowth, letter, vehicle and other municipal codes; assists inspectors in patrolling areas and inspecting properties; investigates related complaints; issues warning notices and citations for violations.

Maintains knowledge of Southern Building Code Congress International (SBCCI) requirements, specialized trades, and applicable building codes.

Assists in developing departmental policies and procedures and recommends new and revised regulations to achieve conformity to city codes.

Confers with property owners builders, and contractors regarding property inspections and property complaints; explains and interprets new building codes and city policies and procedures on inspection process.

Develops summary reports detailing daily inspection activities; prepares property recommendation reports for review by Better Housing Manager.

Conducts title searches and researches tax records for property ownership information; checks newspapers fore property foreclosures and sales; reviews police reports, photographs and other materials on code violation cases.

Completes daily schedules, logs, referral forms, notices, and other documents regarding inspection activities.

Refers to city and state laws and codes, tax maps, construction plans and drawings, property tax records, legal documents, street guides, and others.

Testifies in court regarding code violation cases.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in building construction or specialized trades; supplemented by three (3) years previous experience and/or training that includes related building construction and inspection work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Must possess state license or Southern Building Code Congress International (SBC) certification in a specialized trade area such as building, electrical, mechanical, or plumbing inspection.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, machinery, vibrations, electric currents, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.